

**IDAHO STATE DEPARTMENT OF EDUCATION**

# **THE IDAHO CERTIFICATION MANUAL**

## **Part 1**

Certification Information and Procedures  
Code of Ethics for Idaho Professional Educators  
Application Blank and Forms

**Revised 2005**



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Bureau of Certification/Professional Standards

## FOREWORD

Idaho has a history of a strong commitment to high standards for all school personnel. This latest edition of the Idaho Certification Manual continues that tradition, and reinforces our recognition that those who work within the educational system are key to ensuring the best possible future for Idaho and for its students.

This revision contains several new areas of information. The Code of Ethics for Idaho Professional Educators has been updated to reflect new challenges for the profession. Information is included on alternate routes to certification and on the Praxis II assessment program for certificated personnel. This document is a procedural manual, providing users with information on how to comply with state law and with State Board of Education rules. (Although references to statutes and rules are listed throughout the manual, the official versions are found in the Idaho Code and the Idaho Administrative Code, Vol. 1.)

Most importantly, this manual is the product of a broad-based effort that involved teachers and administrators, the State Board of Education, the State Department of Education, the teacher preparation programs at Idaho's higher education institutions, and others who have a stake in ensuring that the most qualified staff is available to deliver the highest quality program possible in Idaho's schools.

We hope you will find this revised Idaho Certification Manual useful. We appreciate your interest in Idaho certification, and we welcome you to the ranks of this most important profession.

Sincerely,

A handwritten signature in cursive script that reads "Marilyn Howard".

Marilyn Howard, Ed.D.  
State Superintendent of  
Public Instruction

## INFORMATION

### A. SUGGESTIONS FOR USING THIS MANUAL

- This manual may be accessed on the web at:

[www.sde.state.id.us/certification](http://www.sde.state.id.us/certification)

- Following each state statute and/or State Board Rule is the procedure for implementation.
- **Double-lined boxes** denote Idaho **statute and/or State Board of Education Rule**.



- **Dotted boxes** contain general information or are **checklists** for certification.



- **Solid lined boxes** contain **endorsement requirements**.



- **Forms** in the manual **are perforated** and may be torn out and duplicated. These forms also are available on the web.

### B. REVISION OF INITIAL CERTIFICATION STANDARDS

#### IDAHO STANDARDS FOR INITIAL CERTIFICATION OF PROFESSIONAL SCHOOL PERSONNEL

The Idaho Standards for Initial Certification of Professional School Personnel as approved by the State Board of Education and Idaho Legislature are subject to annual review by the Professional Standards Commission. To facilitate this process, the Commission plans to review approximately twenty (20) percent of the standards each year, thus completing the cycle every five (5) years. This plan is designed to keep standards current and useful on a continuous basis. These standards may be viewed on the web at:

[www.sde.state.id.us/certification](http://www.sde.state.id.us/certification)

## TWO-YEAR PHASE IN PERIOD

There will be a **two-year** phase-in period from final approval of the standards changes by the State Board and Idaho legislature before teacher candidates and Idaho teacher preparation institutions will be held accountable for the changes. For certification purposes, accountability under current approved standards will remain in effect during the two-year phase-in period.

## OUT-OF-STATE/REVISION/REINSTATEMENT APPLICANTS

Out-of-state applicants applying for initial Idaho certification, those applying for additional endorsements or certificates, and those applying to renew a lapsed Idaho certificate **will** be held accountable for current State Board of Education-approved standards. There **will not** be a phase-in period for these applicants.

## IMPLEMENTATION MATRIX

A matrix has been developed in the Bureau of Certification/Professional Standards and shared with deans of Idaho teacher preparation programs. This matrix is designed to help ensure that standards changes are current and that accountability for these changes is specifically defined.

## NO CHILD LEFT BEHIND IMPLICATIONS FOR CERTIFICATION

The No Child Left Behind legislation has significant ramifications for teacher certification. By **September 1, 2006**, **all** certificated teachers need to be **highly qualified** in the subject areas they teach. The following is important:

- By State Board of Education Rule, teachers need to be highly qualified in **all subject areas** they are assigned to teach. This is a requirement **over and above** the NCLB requirement of being highly qualified in only the core subject areas of English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history and geography.
- The ultimate responsibility for becoming “highly qualified” rests with the certificated teacher. Districts, however, have the responsibility to ensure that all certificated teachers are certified and highly qualified by the September 1, 2006, date.
- A teacher who is reported on the **October 15, 2006**, IBEDS report **as not being** highly qualified **will** cause the district to experience accreditation and/or state reimbursement consequences.
- By Idaho definition, teachers in Idaho who have a major in **any** content area, or an endorsement in that area, are deemed highly qualified to teach that content area.
- Beginning September 1, 2004, those certificated teachers assigned to teach a subject for which they do not possess a major/equivalent or endorsement **will** be required to enroll in an alternate route program to earn a certificate/endorsement for that subject.

- The new State Board-approved alternate route options are found on pages 103-108 in the certification manual and **will** be effective September 1, 2006.
- The current Letter of Authorization and Consultant Specialist Letters of Approval and Misassignments **may** be used until September 1, 2006.
- One of the new State Board-approved alternative routes to teacher certification is called “Alternative Authorization/Teacher to New Certification.” For continued understanding, this process **will continue** to be referred to in the Bureau of Certification/Professional Standards as a **Letter of Authorization (LOA)**.
- To assist in complying with the highly qualified NCLB requirement, a questionnaire-rubric has been developed in the State Department of Education as an option for school districts to use in determining highly qualified teachers. Please refer to the certification website for a copy of this rubric at:

[www.sde.state.id.us/certification](http://www.sde.state.id.us/certification)

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## **I. FINDING AN EDUCATION JOB IN IDAHO**

Each Idaho school district advertises its own vacancies and maintains its own employment procedures. District vacancies are often listed with college or university placement centers or with the Idaho Department of Commerce and Labor. Questions about openings and salaries need to be addressed to respective school districts. **A list of Idaho school districts is found on page 8.**

### **A. IDAHO COLLEGE/UNIVERSITY EDUCATOR PLACEMENT CENTERS**

#### **University of Idaho**

Career Services  
Moscow, ID 83844-3030  
Telephone: (208) 885-6121  
Fax: (208) 885-6462  
<http://www.webs.uidaho.edu/careerservices>

#### **Idaho State University**

Career Center  
Campus Box 8108  
Pocatello, ID 83209  
Telephone: (208) 282-2380  
Fax: (208) 282-4611  
<http://www.isu.edu/career>

#### **Boise State University**

Career Center  
1910 University Drive  
Boise, ID 83725-1310  
Telephone: (208) 426-1747  
Fax: (208) 426-3437  
[career.boisestate.edu](http://career.boisestate.edu)

#### **Brigham Young University – Idaho**

Career Center  
Kimball Building, Room 244  
Rexburg, ID 83460-1675  
Phone: (208) 496-2170  
Fax: (208) 496-2293  
[www.byui.edu/careerservices](http://www.byui.edu/careerservices)

#### **Lewis-Clark State College**

Career Development Services  
Reid Centennial Hall, Room 22  
Lewiston, ID 83501  
Telephone: (208) 792-2313  
Fax: (208) 792-2298  
<http://www.lcsc.edu/cds>

#### **Northwest Nazarene University**

Teacher Placement  
623 Holly  
Nampa, ID 83686  
Telephone: (208) 467-8402  
Fax: (208) 467-8468  
<http://www.nnu.edu/career>

#### **Albertson College of Idaho**

Center for Experiential Learning  
2112 Cleveland Boulevard  
Caldwell, ID 83605  
Telephone: (208) 459-5688/5508  
Fax: (208) 459-5849  
[www.albertson.edu/academics/exlearning/careerservices.asp](http://www.albertson.edu/academics/exlearning/careerservices.asp)



## **B. OTHER STATE OF IDAHO EDUCATOR PLACEMENT CENTERS**

### **Idaho State Department of Education**

The Department has a working agreement with the Idaho Association of School Administrators (IASA) to manage an on-line educator placement center. The website and the IASA contact information follow.

### **Idaho Association of School Administrators**

Dr. Michael L. Friend – Executive Director  
Ms. Vikki Reynolds – Administrative Assistant  
777 S. Latah, Suite A, Boise, ID 83705  
Telephone: (208) 345-1171  
Fax: (208) 345-1172  
[www.idahoeducationjobs.com](http://www.idahoeducationjobs.com)

### **Idaho Department of Commerce and Labor**

Mr. Dave Hanchett - Contact person  
Telephone: (208) 332-3570 Ex. 3326  
[dhanchet@cl.id.gov](mailto:dhanchet@cl.id.gov)  
[www.jobservice.us/iw/](http://www.jobservice.us/iw/)

This is a job-search site and a place to register for a job.

## **C. INSTITUTION CERTIFICATION OFFICERS**

Each Idaho teacher preparation institution assigns a staff member to be the Institution Certification Officer with the responsibility of reviewing the work completed at the institution to determine if the candidate for graduation has met graduation requirements. If the requirements are met, the Certification Officer **will** note this on the Institutional Recommendation form required by the teacher certification office in order to issue pertinent certification. Below is a list of the Certification Officers from each of the Idaho teacher preparation institutions:

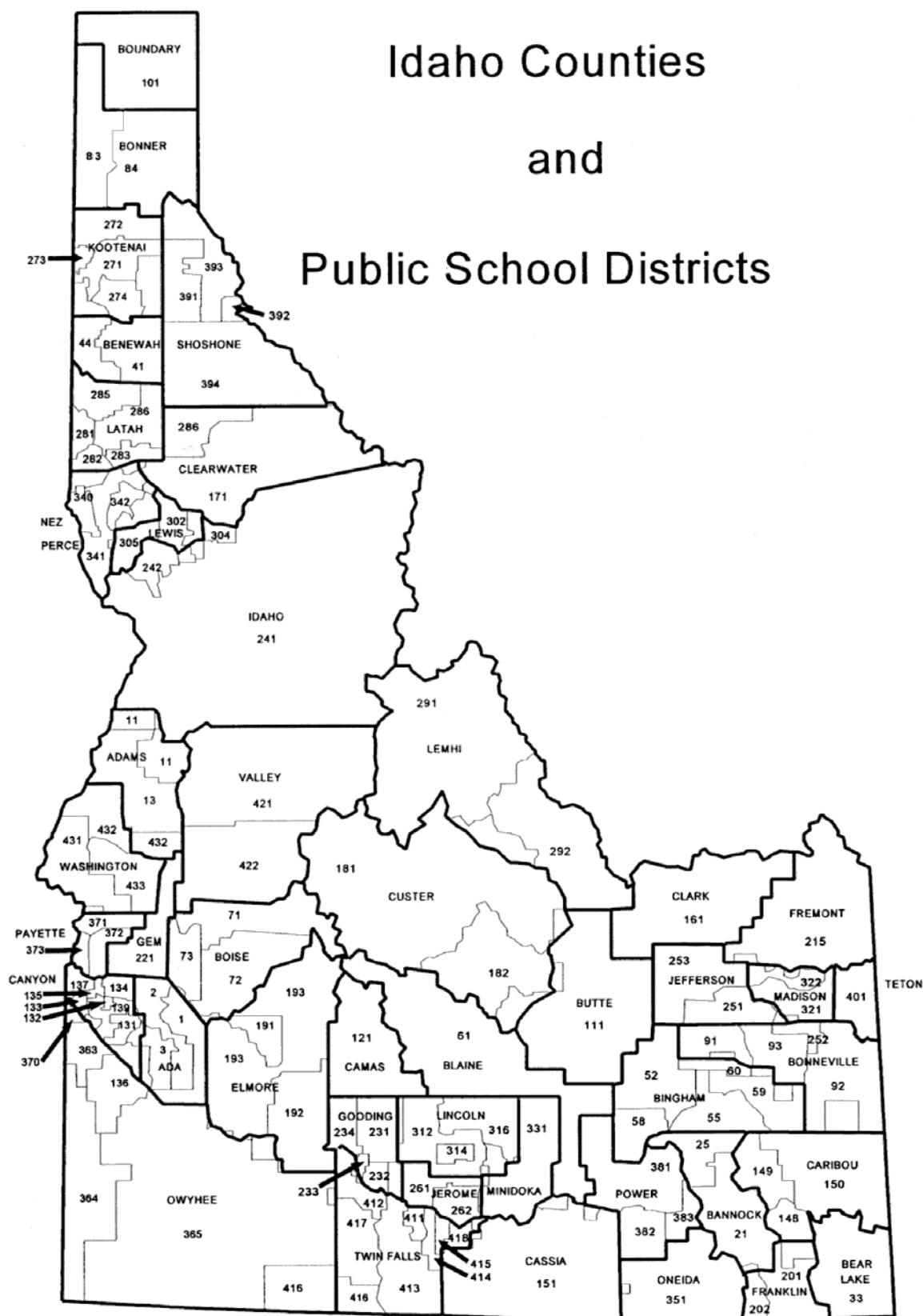
Albertson College -	Dr. Donald Burwell
Boise State University -	Dr. Dan Prinzing
BYU-Idaho -	Dr. Rhonda Seamons
Idaho State University -	Dr. Larry Harris
Lewis-Clark State College -	Dr. Jann Hill
Northwest Nazarene University -	Dr. Karen Blacklock - Undergrad/Graduate
Northwest Nazarene University -	Dr. Brenda Freeman - Graduate Counseling Program
University of Idaho -	Dr. Jeanne Christiansen

**D. IDAHO SCHOOL DISTRICTS** - Refer to the map of Idaho counties on page 4 for the geographical location of districts. (rv.7/14/04)

<u>CO. &amp; DIST. SCHOOL</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>CO. &amp; DIST. SCHOOL</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>
<b><u>ADA</u></b>				<b><u>IDAHO</u></b>			
1 Ind. Boise	8169 W. Victory Rd., Boise	83709	338-3400	241 Jt. Grangeville	714 Jefferson, Grangeville	83530	983-0990
2 Jt. Meridian	911 Meridian St., Meridian	83642	855-4500	242 Jt. Cottonwood	P.O. Box 158, Cottonwood	83522	962-3971
3 Jt. Kuna	1450 Boise Street, Kuna	83634	922-1000	<b><u>JEFFERSON</u></b>			
<b><u>DAMS</u></b>				251 Jt. Jefferson	201 Idaho Ave., Rigby	83442	745-6693
11 Meadows Valley	Drawer F., New Meadows	83654	347-2411	252 Jt. Ririe	P.O. Box 508, Ririe	83443	538-7482
13 Council	P.O. Box 68, Council	83612	253-4217	253 West Jefferson	1272 E. 1500 N., Terreton	83450	663-4542
<b><u>BANNOCK</u></b>				<b><u>JEROME</u></b>			
21 Jt. Marsh Valley	40 School St., Arimo	83214	254-3306	261 Jt. Jerome	107 3rd Ave. W., Jerome	83338	324-2392
25 Pocatello	3115 Pole Line Rd., Pocatello	83204	232-3563	262 Valley	882 Valley Rd. So., Hazelton	83335	829-5333
<b><u>BEAR LAKE</u></b>				<b><u>KOOTENAI</u></b>			
33 Bear Lake Co.	39 Fielding, Box 300, Paris	83261	945-2891	271 Coeur d'Alene	311 N. 10th, Coeur d'Alene	83814	664-8241
<b><u>BENEWAH</u></b>				272 Lakeland	P.O. Box 39, Rathdrum	83858	687-0431
41 Jt. St. Maries	622 College Ave., St. Maries	83861	245-2579	273 Post Falls	P.O. Box 40, Post Falls	83877	773-1658
44 Jt. Plummer/Worley	P.O. Box 130, Plummer	83851	686-1621	274 Kootenai	13030 E. O'Gara Rd., Harrison	83833	689-3631
<b><u>BINGHAM</u></b>				<b><u>LATAH</u></b>			
52 Snake River	103 S. 900 W., Blackfoot	83221	684-3001	281 Moscow	650 N. Cleveland, Moscow	83843	882-1120
55 Blackfoot	270 E. Bridge St., Blackfoot	83221	785-8800	282 Jt. Genesee	P.O. Box 98, Genesee	83832	285-1161
58 Aberdeen	P.O. Box 610, Aberdeen	83210	397-4113	283 Jt. Kendrick	P.O. Box 283, Kendrick	83537	289-4211
59 Firth	P.O. Box 69, Firth	83236	346-6815	285 Potlatch	130 6th St, Hwy 6, Potlatch	83855	875-0327
60 Jt. Shelley	545 Seminary Ave., Shelley	83274	357-3411	287 Troy	P.O. Box 280, Troy	83871	835-3791
<b><u>BLAINE</u></b>				288 Whitepine	P.O. Box 249, Deary	83823	877-1408
61 Blaine Co.	118 W. Bullion St., Hailey	83333	578-5000	<b><u>LEMHI</u></b>			
<b><u>BOISE</u></b>				291 Salmon	P.O. Box 790, Salmon	83467	756-4271
71 Garden Valley	P.O. Box 710, Garden Valley	83622	462-3756	292 South Lemhi	P.O. Box 119, Leadore	83464	768-2441
72 Basin	P.O. Box 227, Idaho City	83631	392-4183	<b><u>LEWIS</u></b>			
73 Horseshoe Bend	398 School Dr., Hrshoe Bend	83629	793-2225	302 Jt. Nezperce	P.O. Box 279, Nezperce	83543	937-2551
<b><u>BONNER</u></b>				304 Jt. Kamiah	Rt. 1 Box 720, Kamiah	83536	935-2991
83 W. Bonner Cnty	P.O. Box 2531, Priest River	83856	448-4439	305 Jt. Highland	P.O. Box 130, Craigmont	83523	924-5211
84 Lake Pend Oreille	901 N. Triangle Dr, Ponderay	83852	263-2184	<b><u>LINCOLN</u></b>			
<b><u>BONNEVILLE</u></b>				312 Jt. Shoshone	P.O. Box 2D, Shoshone	83352	886-2338
91 Idaho Falls	690 John Adams Pkwy, Id. Falls	83401	525-7500	314 Dietrich	406 N. Park St., Dietrich	83324	544-2158
92 Swan Valley El.	P.O. Box 220, Irwin	83428	483-2405	316 Richfield	555 N. Tiger Dr., Richfield	83349	487-2790
93 Jt. Bonneville	3497 N. Ammon Rd., Id. Falls	83401	525-4400	<b><u>MADISON</u></b>			
<b><u>BOUNDARY</u></b>				321 Madison	P.O. Box 830, Rexburg	83440	359-3300
101 Boundary Co.	P.O. Box 899, Bonners Ferry	83805	267-3146	322 Jt. Sugar-Salem	P.O. Box 150, Sugar City	83448	356-8802
<b><u>BUTTE</u></b>				<b><u>MINIDOKA</u></b>			
111 Jt. Arco	P.O. Box 89, Arco	83213	527-8235	331 Jt. Minidoka Co.	633 Fremont Ave., Rupert	83350	436-4727
<b><u>CAMAS</u></b>				<b><u>NEZ PERCE</u></b>			
121 Camas Co.	P.O. Box 370, Fairfield	83327	764-2472	340 Lewiston	3317 12th St., Lewiston	83501	748-3000
<b><u>CANYON</u></b>				341 Lapwai	P.O. Box 247, Lapwai	83540	843-2622
131 Nampa	619 So. Canyon, Nampa	83686	468-4600	342 Jt. Culusac	600 Culusac Ave., Culusac	83524	843-5413
132 Caldwell	1101 Cleveland Blvd., Caldwell	83605	455-3300	<b><u>ONEIDA</u></b>			
133 Wilder	P.O. Box 488, Wilder	83676	482-6228	351 Oneida Co.	175 Jenkins Ave., Malad City	83252	766-4701
134 Middleton	5 S 3rd Ave. W., Middleton	83644	585-3027	<b><u>OWYHEE</u></b>			
135 Notus	P.O. Box 256, Notus	83656	459-7442	363 Jt. Marsing	P.O. Box 340, Marsing	83639	896-4111
136 Jt. Melba	P.O. Box 185, Melba	83641	495-1141	364 Pleasant Vly El.	P.O. Box 119, Jrdn Valley, OR	97910	583-2420
137 Parma	805 E. McConnell, Parma	83660	722-5115	365 Jt. Bruneau-Gr. View	P.O. Box 310, Grand View	83624	834-2253
139 Vallivue	5207 S. Montana Ave., Caldwell	83607	454-0445	370 Jt. Homedale	116 E. Owyhee Ave., Homedale	83628	337-4611
<b><u>CARIBOU</u></b>				<b><u>PAYETTE</u></b>			
148 Jt. Grace	P.O. Box 347, Grace	83241	425-3325	371 Jt. Payette	20 N. 12th Street, Payette	83661	642-9366
149 North Gem	P.O. Box 70, Bancroft	83217	648-7848	372 New Plymouth	103 SE Ave., New Plymouth	83655	278-5740
150 Jt. Soda Springs	251 E 3 <sup>rd</sup> S, Soda Springs	83276	547-3371	373 Fruitland	P.O. Box A, Fruitland	83619	452-3595
<b><u>CASSIA</u></b>				<b><u>POWER</u></b>			
151 Jt. Cassia Co.	237 E. 19th, Burley	83318	878-6600	381 Jt. American Falls	827 Fort Hall Ave., Amer. Falls	83211	226-5173
<b><u>CLARK</u></b>				382 Rockland	P.O. Box 119, Rockland	83271	548-2221
161 Clark Co.	P.O. Box 237, Dubois	83423	374-5175	383 Arbon Elem.	4405 Arbon Valley Hwy, Arbon	83212	335-2197
<b><u>CLEARWATER</u></b>				<b><u>SHOSHONE</u></b>			
171 Jt. Orofino	P.O. Box 2259, Orofino	83544	476-5593	391 Jt. Kellogg	800 Bunker Ave., Kellogg	83837	784-1348
<b><u>CUSTER</u></b>				392 Mullan	P.O. Box 71, Mullan	83846	744-1118
181 Jt. Challis	P.O. Box 304, Challis	83226	879-4231	393 Wallace	405 7th St., Wallace	83873	753-4515
182 Jt. Mackay	P.O. Box 390, Mackay	83251	588-2896	394 Avery Elem.	P.O. Box 7, Avery	83802	245-2479
<b><u>ELMORE</u></b>				<b><u>TETON</u></b>			
191 Prairie Elem.	1969 Prairie Rd, Prairie	83647	868-3243	401 Teton Co.	P.O. Box 775, Driggs	83422	354-2207
192 Jt. Glenss Ferry	800 Old Hwy 30, Glenss Ferry	83623	366-7436	<b><u>TWIN FALLS</u></b>			
193 Mountain Home	P.O. Box 1390, Mtn Home	83647	587-2580	411 Twin Falls	201 Main Ave. W., Twin Falls	83301	733-6900
<b><u>FRANKLIN</u></b>				412 Jt. Buhl	920 Main St., Buhl	83316	543-6436
201 Jt. Preston	120 E. 2nd South, Preston	83263	852-0283	413 Filer	700 B Stevens Ave., Filer	83328	326-5981
202 Jt. West Side	P.O. Box 39, Dayton	83232	747-3502	414 Kimberly	141 Center St W, Kimberly	83341	423-4170
<b><u>FREMONT</u></b>				415 Hansen	550 Main St, Hansen	83334	423-6387
215 Jt. Fremont Co.	147 N. 2nd W., St. Anthony	83445	624-7542	416 Jt. Three Creek El.	Clerk, Rogerson	83302	857-2281
<b><u>GEM</u></b>				417 Jt. Castleford	500 Main, Castleford	83321	537-6511
221 Ind. Emmett	601 E. 3rd St.	83617	365-6301	418 Jt. Murtaugh	P.O. Box 117, Murtaugh	83344	432-5451
<b><u>GOODING</u></b>				<b><u>VALLEY</u></b>			
231 Jt. Gooding	507 Idaho St., Gooding	83330	934-4321	421 McCall-Donnelly	120 Idaho St., McCall	83638	634-2161
232 Wendell	P.O. Box 300, Wendell	83355	536-2418	422 Cascade	P.O. Box 291, Cascade	83611	382-4227
233 Jt. Hagerman	324 N. 2nd Ave., Hagerman	83332	837-4777	<b><u>WASHINGTON</u></b>			
234 Jt. Bliss	P.O. Box 115, East Main, Bliss	83314	352-4447	431 Weiser	925 Pioneer Rd., Weiser	83672	414-0616
				432 Jt. Cambridge	Box 39, Cambridge	83610	257-3321
				433 Midvale	P.O. Box 130, Midvale	83645	355-2678

E.

# Idaho Counties and Public School Districts



## F. INFORMATION ABOUT CERTIFICATION AND THE CODE OF ETHICS

For information about **certification** or the **Code of Ethics for Idaho Professional Educators**, address inquiries to:

Bureau of Certification/Professional Standards  
State Department of Education  
P.O. Box 83720  
Boise, Idaho 83720-0027  
Phone: (208) 332-6880 Fax: (208) 334-2094  
Internet address: [www.sde.state.id.us/certification](http://www.sde.state.id.us/certification)

## G. BUREAU OF CERTIFICATION/ PROFESSIONAL STANDARDS

Dr. Michael P. Stefanic	Bureau Chief – Certification/Professional Standards Certification Officer, Idaho Department of Education Administrator, Professional Standards Commission
Mary Jane Markland	Administrative Assistant Secretary, Professional Standards Commission
Larry Norton	Specialist, Certification Coordinator, Certificated Personnel Support Program Specialist, Limited Approval Alternatives
Keith Potter	Specialist, Certification Evaluator, Teacher Certification Investigator, Professional Standards Commission
Dr. Patty Toney	Specialist, Professional Standards Commission
Lynda Westphal	Specialist, Professional Standards Commission
Shannon Haas	Technical Records Specialist II Fingerprint Specialist
Jerry Jensen	Office Specialist II Intake and Information, Teacher Certification Evaluator, Teacher Certification
Mique Hafling	Office Specialist II Intake and Information, Teacher Certification
Tracy Wilcox	Office Specialist II Data Entry, Teacher Certification

## **H. IDAHO DIVISION OF PROFESSIONAL-TECHNICAL EDUCATION**

Phone: (208) 334-3216

P.O. Box 83720

Internet address: [www.pte.state.id.us](http://www.pte.state.id.us)

Fax: (208) 334-2365

Boise, Idaho 83720-0095

Dr. Mike Rush

Administrator

Dr. David Dean

Coordinator, Professional Development  
Professional-Technical Teacher Certification

June Miller

Office Specialist II  
Certification & Special Projects

## II. ACCREDITED TEACHER PREPARATION INSTITUTIONS IN IDAHO

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

### **012. ACCREDITED INSTITUTION**

(4-1-97)

For purposes of teacher certification, an accredited school, college, university, or other teacher training institution is considered by the Idaho State Board of Education to be one that is accredited by a regional accrediting association recognized by the State Board of Education or an alternative model approved by the State Board of Education.

### **PROCEDURE:**

- A. Beginning September 2001, **all** teacher preparation institutions in Idaho **will be state accredited** utilizing the **Idaho Standards for Initial Certification of Professional School Personnel** as approved by the State Board of Education on October 20, 2000, and **nationally accredited** utilizing NCATE 2000 (National Council for Accreditation of Teacher Education) standards, except Albertson College of Idaho and Brigham Young University – Idaho which are not NCATE affiliated institutions.

Since national accreditation is optional in Idaho, Albertson College of Idaho and Brigham Young University - Idaho choose not to be NCATE-accredited at this time. It is necessary, however, that Idaho teacher preparation institutions currently not affiliated with NCATE address NCATE standards and demonstrate during an on-site teacher preparation program review how these standards are being met.

- B. Copies of the Idaho standards are available in the office of the State Board of Education or may be found at [www.sde.state.id.us/certification/resourceed.asp](http://www.sde.state.id.us/certification/resourceed.asp). The NCATE standards are available at [www.ncate.org](http://www.ncate.org).

### III. CERTIFICATION FEES

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

**066. FEES**

(3-16-04)

**066.01. Initial Certificate.** All types, issued for five (5) years – \$75.00

**066.02. Renewal Certificate.** All types, issued for five (5) years – \$75.00

**066.03. Alternate Route Authorization.** All types, issued for one (1) year – \$100.00

**066.04. Additions or Changes During the Life of an Existing Certificate.** \$25.00

**066.05. To Replace an Existing Certificate.** \$10.00

**PROCEDURE:**

**Initial Certificates** – Are all clear, five (5)-year renewable and interim certificates.

**Duplicate Copies** – Two copies of the current certificate will be sent.

## IV. BECOMING INITIALLY CERTIFIED IN IDAHO

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

**060. APPLICATION PROCEDURES/PROFESSIONAL DEVELOPMENT** (3-16-04)

**060.01 Application for Idaho Certificate.** To obtain, renew, or reinstate an Idaho certificate, the applicant **will** submit an application on a form supplied by the State Department of Education or the State Division of Professional-Technical Education.

**STATUTE: IDAHO CODE §33-1202 ELIGIBILITY FOR CERTIFICATE**

Each applicant for a certificate **must**:

1. Have attained the age of eighteen (18) years.
2. Have completed specific minimum requirements in college training as specified in rules of the State Board of Education.
3. Be free from contagious disease; but if at any time there is a probable cause to believe that any such employee of the district is so afflicted, the board shall cause examination to be made by a licensed physician, and may exclude the employee from service without loss of pay pending determination whether so afflicted.
4. Have on file with the State Department of Education the results of a criminal history check pursuant to Idaho Code §33-130. If an applicant is found to have been convicted of any of the felony crimes enumerated in Idaho Code §33-1208, a certificate shall not be issued to the applicant.
5. The State Board of Education may refuse to issue or authorize a certificate to any applicant for such reason as would have constituted grounds for revoking a certificate.



**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAP. 02)**

**014. CERTIFICATES ISSUED TO APPLICANTS FROM REGIONALLY ACCREDITED INSTITUTIONS**

(3-16-04)

**014.01. The Department of Education.** The Department of Education is authorized to issue Idaho Certificates to applicants from regionally accredited institutions meeting requirements for certification or equivalent (i.e., those based on a bachelor's degree) in other states when they substantially meet the requirements for the Idaho Certificate. (Idaho Code §33-1203; §33-2203)

**014.02. The State Division of Professional-Technical Education.** The State Division of Professional-Technical Education is authorized to determine whether applicants meet the requirements for instructing or administering professional-technical programs at the secondary and postsecondary levels (Idaho Code §33-2203).

**PROCEDURE:**

The teacher certification office **will** determine if an applicant's official transcripts meet the requirements for Idaho certification.

Questions regarding regionally accredited institutions need to be directed to the Bureau of Certification/Professional Standards at (208) 332-6880.

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAP. 02)**

**017. CONTENT, PEDAGOGY AND PERFORMANCE ASSESSMENT FOR CERTIFICATION**

(3-16-04)

State Board of Education-approved content, pedagogy and performance area assessments shall be used in the state of Idaho to ensure qualified teachers are employed in Idaho's classrooms. The Professional Standards Commission shall recommend assessments and qualifying scores to the State Board of Education for approval.

## **A. INITIAL CERTIFICATION**

### **PROCEDURE:**

**The following items need to be completed and submitted as a packet.**

1. Completed and signed application (**B1**)
2. Application fee - \$75.00
3. Fingerprint card and a \$40 fee as required by Idaho Code §33-130
4. Institutional Recommendation (**B2**) and/or Professional Experience Report (**B6**) forms
5. Official transcripts
6. Educator Technology Assessment certificate (notarized photocopy)
7. Idaho Comprehensive Literacy Assessment as required by Idaho Code §33-1207A
8. Appropriate Praxis II assessment score sheet (notarized photocopy)

Upon completion of the above noted items, the applicant qualifies for standard Idaho certification issued for five (5) years.

**NOTE:** Idaho credentials are issued for five (5) years, a cycle beginning September 1 of the year issued and expiring August 31 of the appropriate year, unless otherwise specified. As applications are reviewed, the teacher certification staff make every effort to establish certification in the most direct way possible.

## CHECKLIST

### CHECKLIST FOR MAKING APPLICATION FOR INITIAL IDAHO CERTIFICATION

It is the responsibility of the applicant to have **all** required certification materials submitted together **in one packet**. Applicants who carefully prepare their application packets using the following guidelines **will** receive their certificates in the least amount of time. An application **will not** be evaluated until all materials have been received. A complete packet should consist of these items:

\_\_\_\_\_ **Completed application** for Idaho credential (Turn to **Appendix B1** for tear-out form.)

**NOTE:** Applications **must** be submitted with a fingerprint card and the \$40 criminal history check fee. The Idaho credential **will not** be issued until results of a completed Idaho Department of Education criminal history check are received. A card verifying eligibility for certification **will** be issued if the applicant meets **all** academic requirements for certification. Possession of this card **will** allow a person who is academically eligible for certification to pursue employment as an Idaho educator pending results of the criminal history check.

\_\_\_\_\_ **Completed fingerprint card (see enclosed packet for this material**, including one (1) fingerprint card and directions). Please include fingerprint card and fee with certification packet.

**NOTE:** In the event you are reading this information from the internet, please contact the certification office in the State Department of Education for an official fingerprint card.

\_\_\_\_\_ **Payment** (money order or check payable to Idaho Department of Education; **non-refundable**):

\$75 for the credential application  
\$40 for the criminal history check (if first-time applicant for an Idaho teaching credential or applying for reinstatement)

**NOTE:** One check for both fees is acceptable. The \$75 certification fee is valid for only two (2) years. If a certificate is not issued within two (2) years from receipt of the application, a new \$75 fee will be required.

(continued on the next page)

\_\_\_\_\_ **Official** transcripts from all colleges or universities attended. Transcripts that bear a colored “Issued to Student” stamp and/or raised official seal **will** be accepted. Grade reports, faxed material, photocopies or other unofficial transcripts **are not** acceptable for certification purposes. Transcripts **should not** be submitted separately. Placement files **are not** accepted.

\_\_\_\_\_ **Completed Institutional Recommendation** form for teachers **if** applicant has **less than** two years of experience as a certified professional. An institutional recommendation is required of all applicants for Administrator, Pupil Personnel, and/or Exceptional Child certificates. (Turn to tear-out forms in **Appendices B2** for applicants of Basic Education, Special Education, and Pupil Personnel Services, **B3** for PRE-K-12 School Principals, **B4** for School Superintendents and **B5** for Directors of Special Education.)

\_\_\_\_\_ **Completed Professional experience** form **if** applicant has **two or more** years of experience. If a minimum of two years of experience is verified, an institutional recommendation is unnecessary (except as required above). Professional experience gained while holding a teaching certificate is the **only** experience accepted. Experience gained while student teaching and/or substituting **is not** accepted. (See **Appendix B6** for tear-out form)

\_\_\_\_\_ **Technology competency** requires an original certificate of completion, a notarized copy of the certificate, or an official letter of completion from an Idaho State Board of Education-approved provider of the Educator Technology Assessment (see pages 28-32).

**NOTE:** Technology assessments other than those approved by the Idaho State Board of Education **will not** be accepted.

\_\_\_\_\_ **Official** Praxis II assessment score sheet or notarized copy (see page 108).

\_\_\_\_\_ If you hold a valid certificate from another state, you **may** want to send a **notarized** photocopy of that credential and a written request to endorse it for use in Idaho in the event deficiencies exist for regular Idaho certification (see Idaho Interim Certificate on pages 14-15).

The **actual forms** on which to apply for Idaho certification are included in **Appendix B:** Application for an Idaho Initial Professional Education Credential, Institutional Recommendation, and Professional Experience Report. If more than one form is needed, these forms may be reproduced. Completed application materials need to be mailed to:

(continued on the next page)

TEACHER CERTIFICATION  
IDAHO DEPARTMENT OF EDUCATION  
P O BOX 83720  
BOISE, IDAHO 83720-0027  
PHONE: (208) 332-6880 FAX: (208) 334-2094  
INTERNET ADDRESS: [www.sde.state.id.us/certification](http://www.sde.state.id.us/certification)

## B. OUT-OF-STATE CANDIDATES APPLYING FOR IDAHO CERTIFICATION

### 1. INTERIM CERTIFICATE

**RULE:** IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)

#### **050. IDAHO INTERIM CERTIFICATE**

(3-16-04)

**Issuance of interim certificate.** The State Department of Education is authorized to issue a non-renewable, **three-year (3)** interim certificate to those applicants who hold a valid certificate/license from another state.

#### **PROCEDURE:**

##### **a. Out-of-State Application for Idaho Certification**

An out-of-state applicant for Idaho certification will be issued a three (3)-year non-renewable Idaho interim certificate. This interim certificate allows the holder time to meet Idaho standards required for a standard Idaho certificate. To receive an interim certificate, the applicant needs to submit the following:

- (1)** A notarized photocopy of a valid certificate from another state. It **must** have a current validity time period posted on its face.
- (2)** Completed and signed application (**B1**)
- (3)** Application fee - \$75.00
- (4)** Fingerprint card and a \$40 fee as required by Idaho Code §33-130
- (5)** Institutional Recommendation (**B2-B5**) and/or experience verification (**B6**) forms
- (6)** Official transcripts

**NOTE:** An individual who was granted a total of five (5) years under the prior “out-of-state provision” and who still has not met the requirements listed on his/her certificate **WILL NOT** be considered for an Idaho interim certificate.

**b. Meeting Interim Certificate Requirements**

- (1) Complete a two-year mentoring program as required by Idaho statute;
- (2) Meet the Idaho Comprehensive Literacy requirements as provided in statute;
- (3) Meet one of the State Board-approved Idaho Technology Competency Assessments as required in State Board of Education Rule;
- (4) Meet all deficiencies as noted on the official evaluation form completed upon application for Idaho certification; and,
- (5) Complete appropriate State Board-approved assessment(s).

**c. Upon Meeting Interim Certificate Requirements**

Upon meeting the State Board of Education and Idaho statutory requirements as outlined above during the three (3)-year interim certificate, the interim certificate holder may apply for an appropriate standard Idaho teaching certificate.

**2. NASDTEC INTERSTATE CONTRACT (NIC) \***

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAP. 02)**

**090. INTERSTATE CERTIFICATION CONTRACT**

(4-1-97)

Idaho participates in the Interstate Agreement of Qualification of Education Personnel. This agreement applies equally to teachers entering Idaho from another contract-member state and to teachers entering another contract-member state from Idaho. The contract applies to classroom teachers only. Trades and industries teachers are **not** covered by the agreement (Section §33-4104, Idaho Code).

**\*NASDTEC** - National Association of State Directors of Teacher Education and Certification

**PROCEDURE:**

**a.** Provisions of the NASDTEC Interstate Contract (NIC) **may** apply if:

- (1) the applicant has completed a teacher training program in the states listed below within the last five (5) calendar years, verified by Institutional Recommendation (see **Appendix B2**);

**OR**

- (2)** the applicant has taught three (3) of the last seven (7) years in one of these states, verified by the Professional Experience Report (see **Appendix B6**).
- b.** The NIC covers elementary and secondary classroom teachers **in their major teaching area(s)** and National Board-certified (NBPTS) teachers.
  - c.** The Idaho requirement of recent credit **must** have been completed for the NIC terms to be in effect in Idaho.
  - d.** The NIC option **may** be utilized only once. If the NIC option is utilized and the certificate expires, current Idaho standards **must** be met when reapplying.
  - e.** Idaho educators **may** expect reciprocity in any of the states listed below, provided any non-educational requirements of the other state(s) have been met.
  - f.** During the three (3)-year interim certificate period, an individual coming from an NIC state who is applying for Idaho certification **will** be issued an interim certificate and **must** meet the following state statute and State Board of Education requirements:
    - (1)** Take and pass one of the three State Board-approved Idaho Technology Competency Assessments;
    - (2)** Take and pass the Idaho Comprehensive Literacy Assessment or pass the Idaho Comprehensive Literacy Course (for K-8 teachers); and,
  - g.** As required by Idaho statute, undergo a criminal history check on an Idaho fingerprint card (including a \$40 fee).
  - h.** Upon meeting the above standard certificate requirements, the applicant will be issued a standard Idaho teaching certificate in the area in which he/she is qualified.

**The NIC states include:**

Alabama, Alaska, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Indiana, Louisiana, Kansas, Kentucky, Maine, Maryland, Massachusetts, Michigan, Mississippi, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, and Wyoming.

**3. CERTIFICATION OF TEACHERS TRAINED IN FOREIGN INSTITUTIONS**

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

**013. CERTIFICATION OF TEACHERS TRAINED IN FOREIGN INSTITUTIONS (4-1-97)**

Considering credentials for teacher certification submitted by persons trained in the institutions of foreign countries **will** be initiated by a translation and evaluation of the applicant's credentials.

**013.01. Determination of Eligibility.** Determination of eligibility for certification **will** be made by the State Department of Education as the agent of the State Board of Education. Appeals **may** be made to the Professional Standards Commission (PSC). (Idaho Code §33-1209) (3-16-04)

**013.02. Other Procedures.** All other procedures in effect at the time **must** be followed at the time of application. (4-1-97)

**PROCEDURE:**

- a. Those persons from a foreign country applying for Idaho certification **must** provide a written evaluation from an organization or commercial company that is qualified to evaluate foreign credentials and transcripts. This evaluation **must** verify an academic equivalency to American-based education, including a course-by-course transcript summary.
- b. **Evaluations of this type are the sole responsibility of the applicant at his/her expense.** For further assistance, including a list of companies that provide foreign credential evaluations, please contact the Bureau of Certification and Professional Standards or visit the website at:

[www.sde.state.id.us/certification](http://www.sde.state.id.us/certification)



#### 4. COMPUTER-BASED ALTERNATE ROUTES TO IDAHO CERTIFICATION

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAP.02)**

##### **045. COMPUTER-BASED ALTERNATIVE ROUTE TO TEACHER CERTIFICATION**

(3-12-04)

An individual **may** acquire interim certification as found in Section 015 of these Rules through a computer-based alternative route certification program.

**045.01. Approval of the Program.** The State Board of Education **must** approve any computer-based alternative route to teacher certification. The program **must** include, at a minimum, the following components:

- a. Pre-assessment of teaching and content knowledge;
- b. An academic advisor with knowledge of the prescribed instruction area;
- and
- c. Exams of pedagogy and content knowledge.

**045.02. Eligibility.** Individuals who possess a bachelor's degree or higher from an institution of higher education may utilize this alternative route to an interim Idaho teacher certification.

**045.03. Requirements for Completion.** To complete this alternative route, the individual **must**:

- a. Complete a Board-approved program;
- b. Pass the Board-approved pedagogy and content knowledge exams; and
- c. Complete the Idaho Department of Education criminal history check.

**045.04. Interim Certificate.** Upon completion of the computer-based certification process described herein, the individual will be awarded an interim certificate from the State Department of Education's Bureau of Certification and Professional Standards. The term of the interim certification shall be three (3) years. During the first two (2) years of interim certification, teaching by the individual must be done through a teacher mentoring program approved by the Board. Continued teaching shall be subject to successful completion of the two (2)-year teacher mentoring program. All laws and rules governing the fully certificated teachers with respect to conduct, discipline and professional standards shall apply to individuals teaching under an interim certificate.

**045.05. Interim Certificate Not Renewable.** Interim certification hereunder is only available on a one (1)-time basis per individual. It will be the responsibility of the individual to obtain full Idaho teacher certification during the three (3)-year initial certification term.

**045.06. Types of certificates and endorsements.** The computer-based alternative route may be used for initial certification, subsequent certificates, and additional endorsements.

### **PROCEDURE:**

The State Board of Education approved IDAPA 08.02.02.045.06 as a temporary rule on March 10, 2005, to clarify that currently certified teachers may add additional certificates or endorsements through the computer-based routes

### **ABCTE (American Board for the Certification of Teacher Excellence)**

ABCTE is a “passport to teaching.” This alternate route to Idaho certification is designed to be used to enter the teaching profession or to add additional certificates or endorsements to an already existing teaching certificate.

- a. An individual with an ABCTE certificate applying for Idaho certification must submit an application packet including:
  - (1) An original ABCTE certificate or notarized photocopy of the ABCTE certificate;
  - (2) A completed application for Idaho certification;
  - (3) Official college/university transcripts;
  - (4) Required application fees; and,
  - (5) Completed State Department of Education-approved fingerprint card.
- b. Upon receiving a completed application, the applicant will be issued a three (3)-year Idaho interim certificate, allowing time to meet the following Idaho standards and qualify for a standard Idaho teaching certificate:
  - (1) Complete a two (2)-year mentoring program (The program may be either the ABCTE mentoring program or the mentoring program provided in districts according to Idaho statute.);
  - (2) Meet the Idaho Comprehensive Literacy requirements as provided in statute; and,
  - (3) Meet one of the State Board-approved Idaho Technology Competency Assessments as required in State Board of Education Rule.

- c. Subsequent to meeting State Board of Education and Idaho statutory requirements as outlined above during the three (3)-year interim certificate, the interim certificate holder may apply for an appropriate standard Idaho teaching certificate.
  - (1) A \$25.00 payment will be required to add any additional certification or endorsement to an existing standard Idaho teaching certificate.
- d. Once the individual earns a standard Idaho teaching certificate through the ABCTE alternate route, he/she will be subject to all Idaho requirements for certificate renewal and/or adding either another certificate or endorsement, including meeting or exceeding the State Board-approved qualifying score on an appropriate Praxis II content and/or pedagogy assessment.
- e. For further information regarding ABCTE (American Board for the Certification of Teacher Excellence), refer to the ABCTE website at:

[www.abcte.org/](http://www.abcte.org/)

## V. REVISING - IDAHO CERTIFICATION

### PROCEDURE:

If new certificates and endorsements need to be added to an existing Idaho credential, revisions can be made at any time during the five (5)-year period of the credential. A completed application or written request specifying the revision to be made **must** be accompanied by a **\$25 revision fee**. **Official transcripts** supporting the revision **must** also be sent, if not already on file. Revisions related to Administrator, Pupil Personnel Services, and Exceptional Child Certificates **require** institutional recommendations, verification of experience, and verification of competencies as required.

If revisions or additions to an Idaho credential are requested at the time the credential is being renewed, the revisions or additions can be made at no cost, provided the applicant meets the standard involved.

### CHECKLIST

#### CHECKLIST FOR REVISION OF IDAHO CREDENTIALS

- \_\_\_\_\_ **Completed** application or written request for an Idaho credential revision (see **Appendix B**).
- \_\_\_\_\_ **Payment of \$25** (money order or check payable to Idaho State Department of Education; **non-refundable**).
- \_\_\_\_\_ **Official transcripts** supporting the revision, if not already on file. Revisions of Administrator, Pupil Personnel Services, and Exceptional Child certificates/ endorsements **must** be accompanied by institutional recommendations, verification of experience, and verification of competencies as required. (See **Appendix B2** through **B6**).

## VI. OBTAINING DUPLICATES

Duplicates of valid certificates are available for \$10 upon written request of the holder. The written request **needs to** include the Social Security number and current address of the certificate holder. Two (2) copies of the certificate **will** be printed, one copy for the certificate holder to keep and one copy that the certificate holder may forward to the employing office to become part of the personnel records.

## VII. REINSTATING - IDAHO CERTIFICATION

### PROCEDURE:

The applicant requesting reinstatement of an Idaho credential **must meet current education standards** for the certificate(s) and endorsement(s) requested. This request includes six (6) semester credit hours, or nine (9) quarter hours, earned within the last five (5) calendar years, the Idaho technology competency requirement, the Praxis II assessment requirement, and a criminal history check, including fingerprinting. If deficiencies for certification exist, a written evaluation **will** be sent to the applicant. The application for reinstatement **will** be held for up to two (2) years, during which time deficiencies can be addressed. The reinstated Idaho credential can then be issued, at no further cost, for a five (5)-year period.

**NOTE:** If a credential is allowed to lapse, **all** certificates and endorsements no longer offered by the state **cannot** be reinstated.

### CHECKLIST

#### CHECKLIST FOR REINSTATEMENT OF IDAHO CREDENTIALS

- \_\_\_\_\_ **Completed** application or written request for an Idaho credential revision (see **Appendix B**).
- \_\_\_\_\_ **Payment of \$75** (money order or check payable to Idaho State Department of Education; **non-refundable**).
- \_\_\_\_\_ **Fingerprint card and \$40 fee** (money order or check payable to Idaho State Department of Education; may be combined)
- \_\_\_\_\_ **Official** transcripts of any course work completed since the previous Idaho credential was issued. Six (6) semester credits earned within the last five (5) calendar years are required for reinstatement.
- \_\_\_\_\_ **Technology competency** (see pages 28-32), including an original certificate of completion; or a notarized copy; or an official letter of completion from a State Board of Education-approved provider; or, a written waiver (see pages 30-32).
- \_\_\_\_\_ **Official Praxis II assessment score sheet**, or a notarized copy.

## VIII. RENEWAL – IDAHO CERTIFICATION

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

### **060. APPLICATION PROCEDURES/PROFESSIONAL DEVELOPMENT**

**060.01. Application for Idaho Certificate.** To obtain, renew, or reinstate an Idaho certificate, the applicant **will** submit an application on a form supplied by the State Department of Education or the State Division of Professional-Technical Education. (3-16-04)

**060.02. State Board of Education Requirements for Professional Growth.** (4-1-97)

**a.** Credits taken for recertification **must** be educationally related to the professional development of the applicant. (4-1-97)

**b.** Graduate or undergraduate credit **will** be accepted for recertification. Credit **must** be college transferable and completed through an accredited college or university. (4-1-97)

**c.** All requests for equivalent inservice training to apply toward recertification **must** be made through the State Department of Education upon recommendation of the board of trustees consistent with State Department of Education guidelines. Individuals holding Professional-Technical Specialist Certificates **must** receive State Division of Professional-Technical Education approval of inservice training and course work prior to applying for renewal. (3-16-04)

**d.** At least fifteen (15) clock hours of formal instruction **must** be given for each hour of inservice credit granted. (4-1-97)

**e.** Recertification credits **may not** be carried over from one (1) recertification period to the next. (4-1-97)

**f.** Certificated personnel teaching in subjects outside their major area of preparation **will** be encouraged to complete the courses required for major certification endorsement. (4-1-97)

(continued on the next page)

### **060.03 State Board Of Education Professional Development Requirements.**

(4-1-97)

- a. Districts **will** have professional development plans.
- b. All certificated personnel **will** be required to complete **at least** six (6) semester credit hours or the equivalent within the five (5)-year period of validity of the certificate being renewed.
- c. At least three (3) semester credits **will** be taken for university or college credit. Verification **will** be by official transcript.

### **PROCEDURE:**

The **certificated educator** has sole responsibility for maintaining current, valid Idaho certification. For renewal purposes, the applicant must meet current State Board of Education Rule and Idaho statutory renewal requirements.

**NOTE: The applicant is responsible for notifying teacher certification of either a name change or change of address.**

### **A. THE RENEWAL PROCESS**

1. **All** regular Idaho credentials **must** be renewed every five (5) years to remain valid. Certificates are valid from **September 1** to **August 31** of any given year.
2. Application for renewal **must** be made on an actual renewal form. The form may be obtained from the internet site (<http://www.sde.state.id.us/certification>) or by contacting the Bureau of Certification/Professional Standards at (208) 332-6800.
3. Certificates are renewed on September 1 of the year in which the certificate expires. The renewal application and current \$75 fee **may** be sent anytime between January 1 and August 31 of the year in which the certificate expires.
4. **Official transcripts must** be attached to verify completion of **at least** six (6) semester credit hours, or nine (9) quarter hours, within the validity period of the credential being renewed.
  - a. For Idaho educators who hold a clear Idaho teaching certificate, up to three (3) semester credit hour equivalency credits, or forty-five (45) clock hours, of inservice participation, verified by an appropriately signed Idaho inservice form, **may** apply toward the total requirement of six (6) semester credit hours.

- b. A Verification of Completion of Equivalent Inservice Training form **must** include the dates of the inservice and **must** be signed by the professional development chair and the superintendent. (see **Appendix B7**).
- 5. Course work in any area is accepted at the 100 level or above if it appears for credit on an official transcript from an accredited college or university. Correspondence and independent study credits on official transcripts are also accepted. Continuing Education Units **are not** accepted.
- 6. If the educator is required to meet the provisions of Idaho Code §33-1207A, he/she must complete the three (3) semester credit hours of the Idaho Comprehensive Literacy Course, or pass the Idaho Comprehensive Literacy Assessment, or obtain a written waiver (see pages 30-32 for waiver process).
- 7. Completion of the Idaho technology competency requirement or a written waiver (see pages 28-32) may be required for a certificate renewal.

**NOTE:** If credit for renewal is earned during the summer prior to the September 1 expiration date of a current credential, expect official transcripts to be unavailable until mid-fall. A completed application and renewal fee of \$75 **will** be accepted prior to September 1, with a note stating that the transcript(s) will come later. While a renewed credential **will not** be issued until the proof of six (6) semester credits arrives, it **will not** lapse if course work was completed prior to September 1 and the transcript is received prior to December 31 of a given year.

## **B. MILITARY LEAVE – ORDERED TO ACTIVE DUTY**

### **STATUTE: IDAHO CODE §67-2602A LICENSE FEES – MILITARY EXEMPTION**

All persons holding occupational or professional licenses issued by the state of Idaho and who are serving in the armed forces of the United States, or their allies, or auxiliary services thereof, and any prisoners of war in custody of the enemy countries of the United States or their allies, including those in the armed services and auxiliary services and prisoners of war as of July 1, 1942, **shall** be exempt from the payment of any professional or occupational license or renewal fee required by any law of their state or the period during which such persons shall be engaged in the military services of the United States, or its auxiliary branches, or held as prisoners. And during such period of military service, or service in the auxiliary branches thereof, or servitude and for six (6) months following the discharge from such military service or auxiliary service or servitude in the present war, such license **shall** remain in good standing without the necessity of renewal and during said period the same shall not be cancelled, suspended or revoked.



## **PROCEDURE:**

To implement the statute, the following procedure **will** be used for those certificated educators who are called to active duty and whose certificates are due to expire while either on active duty or within one (1) year of their discharge:

1. **Prior** to leaving for active duty, the certificated educator **must** provide to the Bureau of Certification/Professional Standards copies of his/her military orders concerning a call to serve.
2. The military orders **will** become part of the certification file, and his/her certification **will** remain valid during active duty and **will** continue to be valid for one (1) year following the discharge from such military service.

**NOTE:** The annual renewal date for state certification is September 1 of any given calendar year. In this instance, the one (1)-year time frame **will** begin on September 1 following the date of discharge.

## **CHECKLIST**

### **CHECKLIST FOR RENEWAL OF IDAHO CREDENTIALS**

- \_\_\_\_\_ **Completed Idaho Application for Renewal of an Idaho Professional Education Credential** form (an actual form is available in the teacher certification office or at [www.sde.state.id.us/certification](http://www.sde.state.id.us/certification)).
- \_\_\_\_\_ **Payment of \$75** (money order or check payable to Idaho Department of Education; non-refundable).
- \_\_\_\_\_ **Official transcripts** verifying a total of at least six (6) semester credits completed within the five (5)-year period of validity of the certificate being renewed. For Idaho educators, up to three (3) semester credit hour equivalency credits, or forty-five (45) clock hours, of in-service participation, verified by an appropriately signed **Verification of Completion of Equivalent Inservice Training** form, **may** apply toward the total requirement of six (6) semester credit hours (see **Appendix B7** for tear-out form).
- \_\_\_\_\_ **Idaho Comprehensive Literacy Course – Assessment – Waiver**, including an official transcript or inservice documentation; or, documentation of successful completion of the assessment; or, written request for waiver (see pages 30-32 for waiver process).

(continued on the next page)

\_\_\_\_\_ **Technology competency** (see pages 28-32), including an original certificate of completion or a notarized photocopy of the certificate, or an official letter of completion from a State Board of Education-approved provider; or, a written waiver. (see pages 30-32).

\_\_\_\_\_ **If revisions** are requested at the time of renewal, official transcripts supporting the revision will be needed as well as Praxis II assessment score sheets. Additions of endorsements to Administrator, Pupil Personnel Services, and Exceptional Child Certificates **must** be accompanied by **Institutional Recommendation** and **Professional Experience Report** forms as required, (see **Appendix** tear-out forms – **B2** through **B6**).

## IX. TECHNOLOGY COMPETENCY

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAP. 02)**

### **011. TECHNOLOGY STANDARDS**

(5-3-03)

The proliferation of technology in our daily lives makes it essential that certificated educators are technologically literate. The State Board of Education has established a statewide goal that teachers and administrators be trained in the use of technology for education.

**011.01 Preservice Competency.** All applicants for initial Idaho certification (pre-kindergarten through grade 12) from an Idaho approved teacher education program **must** demonstrate beginning technology skills by passing a basic educational technology competency assessment.

#### **011.02. Renewal.**

- a.** For certificate renewal purposes, all individuals holding a valid Idaho certificate (pre-kindergarten through grade 12) shall demonstrate technology competency by passing a basic educational technology assessment as approved by the State Board of Education.
- b.** As part of the certificate renewal process, the applicant shall submit an original certificate of completion, a notarized copy of the certificate, or an official letter of completion from a State Board of Education-approved provider of the technology competency assessment.
- c.** Evidence of meeting the competency requirement shall be accepted from January 1, 1997, the implementation date as approved by the State Board of Education. For renewal purposes, passing the technology competency assessment is required only once.

#### **011.03. Waiver of Technology Competency.**

- a.** When applying for certificate renewal, an automatic waiver of the technology requirement shall be granted for **any** certificated individual who lives outside of the state of Idaho or who **is not** currently employed as an educator in the state of Idaho. This waiver applies only as long as the individual remains outside the state of Idaho or as long as the individual is not employed as an educator in the state of Idaho.
- b.** The State Superintendent of Public Instruction will develop and oversee a process for requests for waivers from certificated educators who would otherwise be covered by this Rule.

(continued on the next page)

#### **011.04. Out-of-State Applicants.**

- a.** An out-of-state applicant for an Idaho certificate shall be granted a three (3)-year, non-renewable interim certificate to allow time to meet the Idaho technology competency requirement.
- b.** Those individuals who qualify for an Idaho certificate through the NASDTEC (National Association of State Directors of Teacher Education and Certification) Interstate Contract reciprocity agreement shall be granted a three (3)-year, non-renewable, interim certificate to allow time to meet the Idaho technology competency requirement.

**011.05 Assessment Methods.** Preservice educators, holders of a valid Idaho certificate, and out-of-state applicants may elect to use any State Board of Education-approved technology assessment, including:

- a.** The Idaho Technology Competency Exam;
- b.** Idaho Technology Portfolio Assessment;
- c.** The Idaho Technology Performance Assessment; or
- d.** Another process which meets the express approval of the State Board of Education to demonstrate the required basic technology competency.

#### **STATUTE: IDAHO STATUTE §33-1213 TECHNOLOGY PROFICIENCY**

(Effective 7-01-04)

**NOTE:** This statute supersedes the waiver process as found in Idaho State Board of Education Rule(IDAPA 08, Title 02, Chap. 02.011.02)

#### **PROCEDURE:**

- A.** The State Board of Education has approved three (3) specific technology competency assessments from which to choose in order to meet the requirements of the Board Rule. Unless specifically required by the teacher preparation institution, students **may** choose to take and pass any of the three (3) technology competency assessments listed below:
  - 1.** Idaho Technology Portfolio Assessment
  - 2.** Idaho Technology Competency Examination
  - 3.** Idaho Technology Performance Assessment

**NOTE:** For specific information about where and when each assessment is offered, please refer to the Bureau of Certification/Professional Standards website at:

- B. For those initial applicants meeting the requirements of the institution from which they graduated, evidence of completion **will** be reflected on the Institutional Recommendation form.
- C. For those initial applicants under the Rule who may have chosen to take the technology competency assessment at an institution other than the one from which they graduated, it **will** be necessary to furnish an original certificate of completion, a notarized photocopy of the certificate or an official letter of completion from Boise State University, Idaho State University, Lewis-Clark State College, the University of Idaho, Albertson College of Idaho, Northwest Nazarene University, or Brigham Young University – Idaho.

#### D. WAIVERS

- 1. Educators who are living out-of-state or are **not** employed in an education position (private or public pre-kindergarten to grade 12) in Idaho are automatically waived until such time as they move back into the state or become employed in Idaho in an educational position (public or private pre-kindergarten to grade 12).
- 2. **Idaho Code §33-1213 provides that a certificated educator in Idaho may appeal for a waiver by using the following process:**

**NOTE:** According to Idaho Code §33-1213 as revised by the 2004 legislature,

“Each decision on the waiver letter or application shall be determined on the basis of the **relevance** of the technology requirements and tests to the requirements of the individual’s core subjects taught, teaching assignment and the individual’s ability to utilize the necessary technology for such tasks as recording grades and attendance...”

The term **relevance** needs to be considered at each level of appeal when judging the merits of a written waiver appeal. It is the responsibility of each appellate entity to determine the meaning of “relevance” in light of how technology competency relates to the education program and student learning.

Certificated educators who wish to pursue this technology competency waiver process are **STRONGLY** encouraged to begin the process 1-2 years **PRIOR** to their deadline for certification renewal. The new appeals routes include the need to be reviewed by the local school board and potential review by the State Board of Education, and these are groups that often set their busy agendas well in advance.

Step 1: Educator requests a technology waiver letter signed by the superintendent and local school board chair which describes the circumstances whereby meeting the technology requirement is not applicable.

- A letter requesting the technology competency waiver must be signed by the employing district's superintendent and board chair. When this letter is submitted with the individual's otherwise complete renewal application, the waiver will be recognized and the certificate will be renewed.

Step 2: If the superintendent or the chair of the board of trustees, or both, refuse to sign the letter of appeal, the individual may apply directly to the board of trustees of the district for approval of the letter of appeal.

- Processes for appealing directly to the employing district's board of trustees will be established by that local board of trustees.
- When a technology competency waiver letter, approved by the local board of trustees, is submitted with the individual's otherwise complete renewal application, the waiver will be recognized and the certificate will be renewed.

Step 3: If the individual has been denied a waiver through **BOTH** Step 1 (waiver letter signed by the district superintendent and local board of trustees chair) AND Step 2 (waiver letter approved by the district board of trustees), then the individual may apply for a waiver to the state department without the endorsement of the employing district.

- The individual must submit a signed letter requesting the technology competency waiver, which must include the following information (at a minimum) about the individual requesting the waiver:
  - a. Name and social security number;
  - b. Date current certification will expire;
  - c. Area of certification and teaching assignment; and,
  - d. Rationale for the waiver request.

**NOTE:** The policy of the State Department of Education is to rely upon the judgment of the local school leadership – superintendent and board of trustees - in the appropriateness of a waiver of this requirement. Waivers will be granted by the State Department of Education, therefore, only under extraordinary circumstances.

Step 4: A decision by the Department not to grant a waiver may be appealed to the State Board of Education. Appeals to the State

Board of Education should be submitted to the Office of the State Board of Education.

## **X. ETHICS AND THE IDAHO TEACHING PROFESSION**

Professional educators employed in publicly funded schools **are required** by Idaho law to hold an Idaho professional education credential. The State Board of Education, upon recommendation of the Professional Standards Commission, **may** refuse to issue an Idaho credential to any applicant "for such reason as would have constituted grounds for revoking a certificate," as stated in Idaho Code, §33-1202. Appeals related to certification may be made to the Professional Standards Commission.

### **A. CODE OF ETHICS FOR IDAHO PROFESSIONAL EDUCATORS**

1. See **Appendix A** for the complete Code.

**B. Idaho Code, §33-1208**, provides that a valid Idaho credential **may** be suspended or revoked because of violation of any of the following:

1. The State Board of Education may deny, revoke, suspend, or place reasonable conditions on any certificate issued or authorized under the provisions of Idaho Code §33-1201, upon any of the following grounds:
  - a. Gross neglect of duty;
  - b. Incompetence;
  - c. Breach of teaching contract;
  - d. Making any material statement of fact in the application for a certificate, which the applicant knows to be false;
  - e. Revocation, suspension, denial or surrender of a certificate in another state for any reason constituting grounds for revocation in this state;
  - f. Conviction, finding of guilt, withheld judgment, or suspended sentence in this or any other state of a crime involving moral turpitude;
  - g. Conviction, finding of guilt, withheld judgment or suspended sentence in this or any other state for the dealing, selling or trafficking of controlled substances or simulated controlled substances as those terms are defined in Idaho Code, §37-2701;
  - h. A guilty plea or a finding of guilt, notwithstanding the form of the judgment or withheld judgment in this or any other state, of the crime of involuntary manslaughter, Idaho Code §18-4006 2 or Idaho Code §18-4006 3;
  - i. Any disqualification which would have been sufficient grounds for refusing to issue or authorize a certificate, if the disqualification existed or had been known at the time of its issuance or authorization;
  - j. Willful violation of any Code of Ethics of the Idaho Teaching Profession or conduct as adopted by the State Board of Education;
  - k. The kidnapping of a child, Idaho Code §18-4503;
  - l. Conviction, finding of guilt, withheld judgment, or suspended sentence, in this state or any other state, of any felony, the commission of which renders the



certificated person unfit to teach or otherwise perform the duties of the certificated person's position.

2. The state board of education **shall** permanently revoke any certificate issued or authorized under the provisions of Idaho Code §33-1201, and **shall** deny the application for issuance of a certificate of a person who pleads guilty to or is found guilty of, notwithstanding the form of the judgment or withheld judgment, any of the following felony offenses against a child:
  - a. The aggravated assault of a child, Idaho Code §18-905, or the assault with intent to commit a serious felony against a child, Idaho Code §18-909.
  - b. The aggravated battery of a child, Idaho Code §18-907, or the battery with intent to commit a serious felony against a child, Idaho Code §18-911.
  - c. The injury or death of a child, Idaho Code §18-1501.
  - d. The sexual abuse of a child under sixteen (16) years of age, Idaho Code §18-1506.
  - e. The ritualized abuse of a child under eighteen (18) years of age, Idaho Code §18-1506A.
  - f. The sexual exploitation of a child, Idaho Code §18-1507.
  - g. Possession of photographic representations of sexual conduct involving a child, Idaho Code §18-1507A.
  - h. Lewd conduct with a child under the age of sixteen (16) years, Idaho Code §18-1508.
  - i. The sexual battery of a minor child sixteen (16) or seventeen (17) years of age, Idaho Code §18-1508A.
  - j. The sale or barter of a child for adoption or other purposes, Idaho Code §18-1511.
  - k. The murder of a child, Idaho Code §18-4003, or the voluntary manslaughter of a child, Idaho Code §18-4006 1.
  - l. The kidnapping of a child, Idaho Code §18-4502.
  - m. The importation or exportation of a juvenile for immoral purposes, Idaho Code §18-5601.
  - n. The abduction of a person under eighteen (18) years of age for prostitution, Idaho Code §18-5610.
  - o. The rape of a child, Idaho Code §18-6101 or §18-6108.

## C. DEALING WITH VIOLATIONS OF ETHICS STANDARDS

The Code of Ethics for the Idaho Teaching Profession was revised in March 2004, by the Professional Standards Commission and approved by the State Board of Education and the State Legislature. The entire Code of Ethics is included in **Appendix A** of this manual.

Under Idaho Code, §33-1208, a violation of the Code of Ethics is grounds for revocation or suspension of one's teaching certificate. An allegation of ethical misconduct may be brought by an Idaho local board of trustees or by any individual (other than a student of an Idaho public school) who has substantial interest in the matter.

Upon receipt of a written allegation, the Chief Certification Officer, who also serves as the Administrator of the Professional Standards Commission, initially reviews **all** written complaints. An initial determination will be made as to whether the Professional Standards Commission has jurisdiction. If jurisdiction is determined, the results of the investigation **will** be presented to the Ethics Committee of the Professional Standards Commission, which reviews the circumstances of the case and determines whether **sufficient grounds** exist to warrant filing a formal complaint against the individual accused of misconduct. If sufficient grounds are found to exist, the Chief Certification Officer files a formal complaint against the accused person. Upon a request for a hearing by the accused person, the State Superintendent of Public Instruction authorizes the Professional Standards Commission to name a three (3)-member panel to hear the charges. Such hearings are held in compliance with Idaho Code §32-1209. Final disposition **will** be either a:

1. Non-guilty decision;
2. Letter of reprimand to become part of the accused person's file;
3. Reasonable conditions on the individual's certificate;
4. Suspension of the certificate;
5. Revocation of the accused person's certificate; or,
6. Denial of certification.

## XI. CRIMINAL HISTORY CHECKS

### A. IDAHO STATUTE REGARDING CRIMINAL HISTORY CHECKS

1. Idaho Code §33-130 requires a criminal history check for:
  - a. **All** first-time applicants for Idaho certification and those applying for reinstatement;
  - b. **All certificated and non-certificated** individuals seeking employment in a public school. **Note:** This includes, but is not limited to, cooks, custodians, bus drivers and aides.
2. Idaho Code §33-130A provides that private/parochial schools **may** choose to have their employees undergo a criminal history check, including fingerprinting.
3. Idaho Code §33-5210 (4) (d) requires that **all** employees of a charter school undergo a criminal history check as provided in Idaho Code §33-130.
4. **Substitute teachers** are required to undergo a criminal history check pursuant to Idaho Code §33-512(15).

A substitute teacher must undergo a criminal history check prior to employment in any district in Idaho. This criminal history check is valid for three (3) years in any school district in Idaho. If the district next employing the substitute still elects to use the substitute teacher and requires another criminal history check within the three (3)-year period, that district **will** pay the cost of the criminal history check or reimburse the substitute teacher for such cost.

5. The State Department of Education **will** charge **all** applicants a fee of \$40 for undergoing a criminal history check.
6. The **required time frame** for completing the criminal history check follows:
  - a. For all first-time employees, within three (3) months of starting employment;
  - b. For all first-time applicants and those applying for reinstatement, a criminal history check **must** be completed prior to issuance of a certificate.
7. The criminal history check **will** include the following:
  - a. Statewide Bureau of Criminal Identification (BCI);
  - b. Federal Bureau of Investigation (FBI); and,
  - c. Statewide Sex Offender Registry (SSOR).
8. A record of **all** criminal history checks **will** be maintained at the State Department of Education, with a clearance letter from the State Department of Education going to the applicant. Idaho Code §33-130 requires that all fingerprint cards **will** be destroyed once the criminal history check is completed. Any challenge to the results of the criminal history check **will** be between the individual and the FBI.

9. If the criminal history check shows that the certificated employee has been convicted of a **felony** crime enumerated in Idaho Code §33-1208(2), it **will** be grounds for immediate termination and revocation or denial of the educator's certificate.
10. For certificated educators, the **final authority** for issuance, non-issuance, revocation or suspension of a certificate rests with the Professional Standards Commission.
11. For non-certificated employees, the **final authority** rests with local public school districts (including charter schools) and private/parochial schools.
12. Each board of trustees of a school district **will** be responsible for developing a system for registering **volunteers** or **contractors** consistent with maintaining a safe environment for their students.

## **XII. PRIOR CERTIFICATION IRREGULARITIES OR LEGAL CONVICTIONS**

The application for an initial or renewal Idaho professional education credential form requires each applicant to respond to four (4) questions about prior certification irregularities or legal convictions other than minor traffic violations. This specific section of the application form, revised July 2004, is reprinted below as found on the application form.

(Refer to item 8 on the application for an Idaho professional education credential – form **B1**).

### **CHECKLIST**

#### **CHECKLIST FOR PRIOR CERTIFICATION IRREGULARITIES OR LEGAL CONVICTIONS**

1. Have you ever had a teaching certificate revoked, suspended, or denied, or have you ever voluntarily relinquished a teaching certificate to avoid revocation proceedings in another state? (circle one) Yes No
2. Is there any action pending against your certificate or application in another state? (circle one) Yes No
3. Have you ever been convicted of any felony or misdemeanor in any state, federal or military court? **Do not** include convictions for minor traffic violations. (circle one) Yes No
4. Are you currently under investigation or facing pending criminal charges in Idaho or in any other state? (circle one) Yes No

If the answer is **YES** to any of the questions in items 1-4 above, the following applies:

1. A personal written explanation is required.
2. If your misdemeanor conviction is less than five (5) years old, relevant court documents are required.
3. All felony convictions require relevant documents from the arresting law enforcement agency and the court that oversaw the final disposition.

(continued on the next page)

**NOTE:** For the purpose of items 3 and 4 above, conviction means:

1. All instances in which a plea of guilty or *nolo contendere* is the basis of conviction;
2. All proceedings in which a sentence has been suspended, deferred, or withheld;  
and,
3. All proceedings in which the prosecution was deferred.

By your signature upon the application, you attest and affirm that all statements made on this application are true and correct to the best of your knowledge. You further attest and affirm that you have read the **Code of Ethics for Idaho Professional Educators** and will abide by Idaho Code and State Board of Education rules and regulations relative to the responsibility and conduct of certificated Idaho educators. Entry of false information on this application may result in denial of your application or revocation of your certificate.

## **DISCLOSURE**

Federal law prohibits discrimination on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status in any educational programs or activities receiving federal financial assistance. (Title VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.)

It is the policy of the Idaho State Department of Education not to discriminate in any educational programs or activities or in employment practices.

Inquires regarding compliance with this nondiscriminatory policy may be directed to Dr. Marilyn Howard, State Superintendent of Public Instruction, P.O. Box 83720, Boise, Idaho 83720-0027, (208) 332-6800, or to the Director, Office of Civil Rights, Seattle Office, U.S. Department of Education, 915 Second Avenue, Seattle, Washington 98174-1099, (206) 220-7880; FAX (206) 220-7887.

**BUREAU OF CERTIFICATION/PROFESSIONAL STANDARDS  
IDAHO STATE DEPARTMENT OF EDUCATION  
P.O. BOX 83720  
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**BOOK RATE**